Our goal with this literacy measure is to be as streamlined as possible, while obtaining meaningful data. Here are some easy to follow (hopefully) instructions for the measure.

**At the start of the year:**

1. Find your below grade level readers by:
   1. using a screen (gather data using product, observation and/or conversation – see table below), or
   2. using reading assessment information from the end of the previous school year.
2. Assess (level A) all below grade level readers (as identified by step 1) – see table below.
   1. If all students (not just below grade level readers) are to be assessed, skip step 1.
   2. Do not include low cognition students.
3. Fill in first part of Division Measure form by **October 31, 2012**.
   1. It can be found at this link: <http://goo.gl/w8Vvf>

**At the end of the year:**

1. Assess (level A) same group of students (below grade level readers at the start of the year).
2. Fill in rest of Division Measure form by **May 31, 2013**.
   1. It can be found at this link: <http://goo.gl/w8Vvf>

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| *Example* Screening Tools to Determine Approximate Reading Level | | |
| Elementary | | |
| *Product* | *Observation* | *Conversation* |
| * Using word lists from an assessment tool * Using comprehension part of assessment tool * Fountas & Pinnell 4 point scale * Razz Kids, Jolly Phonics, etc. | * Listening to kids read * Teacher observation | * Conversations with previous year’s teacher * Conversation with parents |
| Middle School | | |
| *Product* | *Observation* | *Conversation* |
| * Using word lists from an assessment tool * Using comprehension part of assessment tool * Fountas & Pinnell 4 point scale | * Listening to kids read * Teacher observation | * Conversations with previous year’s teacher * Conversation with parents * Conversations with students   + What have you been reading?   + Self-assessment |
| High School | | |
| *Product* | *Observation* | *Conversation* |
| * Using word lists from an assessment tool * Using comprehension part of assessment tool | * Listening to kids read * Teacher observation | * Conversations with previous year’s teacher * Conversation with parents * Conversations with students   + What have you been reading?   + Self-assessment |

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| *Example* Level A Assessment Tools | |
| * Burns and Roe Informal Reading Inventory (K-12) * Fountas & Pinnell Benchmark Assessment System (K-8) | * PM Benchmarks Reading Assessment Kit **(1-6)** |
| * IEPT Inclusive Education Library Link to Tool (<http://www.learnalberta.ca/content/ieptLibrary/index.html>) | |